

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PHARMACY TECHNICIAN

DEFINITION

Performs technical work to assist an Iowa licensed pharmacist in the technical functions of the practice of pharmacy in a state facility; performs related work as required

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Accepts prescription refill authorizations communicated to a pharmacy by a prescriber; contacts prescribers to obtain prescription refill authorizations.

Prepares non-formulary drugs, split doses, drawer medications and repackaged medications and generates self-administration labels to be used on bulk medications.

Purchases vaccines used in routine and mass inoculations, working with nursing staff to ensure the proper amount of vaccine is ordered; keeps a log of vaccine distributions to other facilities.

Prepares reports that notify nursing personnel of scheduled periodic and non-recurrent medications.

Collects pertinent patient information and pharmaceutical prescriptions from doctors' orders; enters information on computer, calculating expiration dates and quantities to be dispensed.

Prepares injections using aseptic techniques and labeling for administration by nursing and labeling oral medication for self-administration.

Inspects drug supplies provided and controlled by a licensed pharmacy but stored on a crash cart, or in a nursing unit or pharmacy satellite location.

Performs packaging, manipulative or repetitive tasks relating to the processing of prescription or medication orders in a licensed pharmacy.

Compiles and maintains weekly and monthly pharmacy statistics and generates reports for drugs credit and rebilling.

COMPETENCIES REQUIRED

Knowledge of medications, their uses and effects and medical terminology required for transcribing prescription orders.

Knowledge of the metric system of measurement.

Ability to transcribe prescriber orders for medications.

Ability to maintain pharmacy medication profiles and retrieve information from health records.

Ability to learn and accurately apply policies and procedures.

Ability to interact with residents in a tactful and empathetic manner.

Ability to organize and carry out work assignments in an environment where interruptions are frequent.

Ability to obtain and maintain Pharmacy Technician certification.

Skill in the use of the computer to format and generate reports, forms and labels.

Skill in the use of pharmaceutical equipment.

Displays high standards of ethical conduct by refraining from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

One year of full time technical experience assisting a pharmacist with pharmaceutical tasks;

OR

an equivalent combination of education and experience, substituting 30 semester hours of a college or university pharmacy technician training program for the required experience;

OR

employees with current continuous experience in the state executive branch that includes two years of full-time work as a Pharmacy Assistant.

SPECIAL REQUIREMENT

Pharmacy Technician certification by the national Pharmacy Technician Certification Board must be obtained within period of time as specified by the appointing authority at the time of hire.

Effective Date: 12/09 JO